

Dear Fire Chief,

The date and location of the next South Dakota Certified Instructor's Course has been set for December 7 & 8, 2013 at the Pierre #1 Fire Station, 215 W Dakota, Pierre, SD. If you have someone from your department that is interested in attending, there are several prerequisites that are required of them to be able to attend. These prerequisites are as follows:

1. The candidate(s) must be nominated by you, in writing, to the Fire Marshal's Office **no later than two months prior to the start of the course**. This will insure that the student (s) will have ample time to prepare for their individual presentations and also receive their course materials. Please include a current mailing address for each nominated candidate. (Postmark date on their written nomination will be used as one deciding factor for their acceptance.)
2. The candidate(s) must have been a member of a fire department for at least five years.
3. The candidate(s) must have passed the Certified Firefighter Course with at least an 80% on both written tests. (Their test results will be verified by the Pierre Office prior to acceptance.)

Upon receiving written acceptance from our office to attend this course, you and/or your candidate(s) will need to contact the South Dakota Redbook Fund to acquire the course materials. In the event a candidate finds they are unable to attend the course you will need to make contact with the Redbook Fund regarding their refund and return policy. The cost is \$45, which includes book, work book and break refreshments, checks should be made out to the Redbook Fund.

The Redbook Fund may be reached at any of the following means:
SD Redbook Fund, 121 Lincoln Avenue, Centerville, SD 57014 or
605-351-4185 or 605-292-6497 or
sdredbook@knology.net

The course textbook is Delmar Publication's: A Practical Guide to Teaching in the Fire Service. Both the textbook and completed workbook will need to be brought to the class by the candidate(s). The workbooks will be collected from the students at the start of the class to verify their completion. In the event the workbook is not completed, the student will be excused from participating in the class.

Please feel free to contact the Fire Marshal's Office and/or any of the field staff in the event you should have any further questions.

Sincerely,

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